



COUNTY OF LOS ANGELES

DEPARTMENT OF HUMAN RESOURCES

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MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

December 2, 2002

To: All Department Heads

From: Michael J. Henry
Director of Personnel

Subject: **TRAINING ACADEMY LEADERSHIP WORKSHOPS – JANUARY 2003**

The second series of the Los Angeles County Training Academy's leadership workshops will be offered to graduates of the Division Chief, Incumbent Division Chief, and Section Head Certificate Programs in January 2003. These workshops are intended to bring County managers back together for the purpose of learning new management principles, exchanging ideas, and addressing important issues affecting the County. This continual learning and development process forms the basis of the Academy and encourages program graduates to continue collaborative practices learned in their Academy programs. The programs are also designed to advance our County's strategic planning processes. We hope you will encourage your graduate employees to attend these special events.

For your information, the one-day workshops will occur on the following dates and invitations will be sent directly to the respective graduates outlining the agenda for each session:

January 8, 2003

Topic: Developing a Management Orientation

Managing Today:

Section Head Graduates

January 9, 2003

Topic: Breakthrough Concepts in Leadership

Leadership Essentials:

Division Chief Graduates, and

Future Focused Leadership:

Incumbent Division Chief Graduates

We thank you for your continued support of the Training Academy. If you have any questions regarding these special events, please call me, or you may contact Lu Takeuchi, Senior Human Resources Manager, at (213) 738-2299.

MJH:TJH
LT:RAS

c: Each Supervisor
Administrative Deputies